

CABINET FOR HEALTH AND FAMILY SERVICES

Department for Public Health

Division of Maternal and Child Health

(Amendment)

911 KAR 2:140 Kentucky Early Intervention service coordination and assistive technology

RELATES TO: 20 U.S.C. 1471-1485

STATUTORY AUTHORITY: KRS 194A.050, 200.650-676, EO 2004-726, 34 CFR 303.23(2)(i), 303.148(2)(i), 303.403, 344(e), 344(h).

NECESSITY, FUNCTION AND CONFORMITY:

KRS 250.660 requires the Cabinet for Health and Family Services to administer all funds appropriated to implement provision, to enter into contracts with services providers, and to promulgate administrative regulations. This administrative regulation sets forth the provisions of Service Coordination as it relates to First Steps, Kentucky's Early Intervention Program.

Section 1. Service Coordination

(1) The service coordinator shall serve as the main point of contact in helping families obtain the services and assistance they need.

(a) Complete the core Service Coordination training prior to the initiation of service delivery

(b) Complete all training as required by the Cabinet for Health and Family Services within the specified timeline.

(c) Notify parents, in accordance with the parental prior notice requirements of 34 C.F.R. 303.403, and all the IFSP team members, in writing, of the initial, Annual Individual Family Service Plan (IFSP), six (6) month review, and any other IFSP team meeting or the transition conference date and location no less than fourteen (14) calendar days prior to the IFSP, review, or transition conference date;

(d) If there is a cancellation of an IFSP meeting, notify the IFSP members in writing of the rescheduling of the IFSP meeting within five (5) working days of the cancelled meeting;

(e) Facilitate the initial, annual and, six (6) months review IFSP meetings and IFSP meetings requested to address revisions.

1. Enter all IFSP data into the First Steps data management system,

2. Finalize the plan within five (5) days of the date of the meeting and

3. Provide a written copy to the parent/guardian within five (5) days of the meeting and send copies to those persons identified and consented by the family as needing copies.

(f) Refer the family to appropriate agencies for service identified on the IFSP in accordance with KAR 2:130 Section 2(7)(i).

(g) Ensure that transition steps and services are discussed with the family

during each IFSP meeting.

(3) The service coordinator shall inform the family of their rights and procedural safeguards by:

(a) Summarizing the family rights handbook at the initial IFSP, and the summary of rights at each subsequent IFSP, and at any time the family requests;

(b) Familiarizing the family with the procedural safeguards and due process rules, and ensuring that the family reviews and signs the statement of assurances found in the Family Rights Handbook at every IFSP review;

(c) Ensuring that all materials are given to the family in a format they can understand in their native language; and

(d) Assisting the family, at their request, with resolving conflicts among service providers.

(4) The service coordinator shall assist the family in identifying available service providers by:

(a) Keeping current on all available services in the district, including recent rules regarding funding sources;

(b) Having available to the families a list of all eligible First Steps services providers in each district. If the family chooses a service provider outside the First Steps approved provider list, the service coordinator shall inform the family that the provider is not approved through First Steps and may result in a cost to the family;

(c) Making the family aware of community activities that would benefit from their participation such as becoming a member of the District Early

Intervention Committee; and

(d) Assisting the Point Of Entry (POE) in establishing new service providers by consistently educating the public on the benefits of early identification and intervention.

(5) The service coordinator shall ensure that service coordination is available to families during normal business hours and at the family's request.

(6) The service coordinator shall contact the child's family at a minimum of one (1) time per plan to discuss service coordination needs, unless otherwise stipulated in the IFSP.

(7) The service coordinator shall give the family a business address and phone number and any other information needed to contact the service coordinator.

(8) If a family desires a change in their service coordinator, they shall contact the POE and the POE shall seek to resolve the situation.

(9) The service coordinator shall facilitate the development of a transition plan by:

(a) Knowing the transition procedures as outlined in 911 KAR 2:130, Section 2 (8)(k) and the Kentucky Transition Project publication Step by Step: A Guide to Transition and ensuring that all potential agencies and programs that could provide service to a particular child after the age of three (3) are included when introducing the parents to future program possibilities; and

(b) Holding a transition conference at least ninety (90) days and, at the discretion of all parties, not more than nine (9) months prior to the child's third

birthday. The transition conference shall involve the family, IFSP team, the Part B local school district representative, and staff from potential next placement options: and;

(c) Include at least one transition outcome as a part of every IFSP that is supported by steps that may include:

a. A description of types of information the family might need in relation to future placements;

b. Activities to be used to help prepare the child for changes in the service delivery;

c. Specific steps that will help the child adjust to and function in the new setting;

d. How and when assistive technology equipment will be returned and how it will be replaced in the next setting if appropriate; and

e. A description of information that will be shared with the new setting, timelines to share the information, and ways to secure the necessary releases to refer and transmit records to the next placement.

(10) The service coordinator shall ensure that all contacts with the family or other service providers are documented in the child's record in the First Steps data management system. This documentation shall occur within seven (7) days of the date of service and include:

(a) The date of contact;

(b) Amount of time spent;

(c) Reason for contact;

(d) Type of contact whether by telephone or face to face;

(e) Result of contact; and

(f) Plan for further action.

(11) Service coordinator notes on the First Steps data management system shall also include all contacts attempted but not made, and the reasons why services were not delivered in a timely manner.

(12) The service coordinator shall encourage the family to access all services identified on the individualized family service plan.

(13) If the family wants to voluntarily terminate a service or all services, the service coordinator shall:

(a) Document in the child's record which services are ending and the date of termination; and

(b) Send a follow up letter that meets the requirements of prior written notice (34 C.F.R. 303.403) to the family which includes what services are terminating, and the date services will terminate, within seven (7) working days after notice from the family of their choice to end services.

(14) If the family is absent from a scheduled service with no prior notice for at least three (3) consecutive visits, the service provider shall notify the service coordinator within seven (7) working days after the last absence. The service coordinator shall:

(a) Document the service provider's contact and try to make contact with the family to discuss the circumstances. The service coordinator shall:

1. If contact is made, send a letter within seven (7) working days to

the providers with the result of the discussion; or

2. If no contact is made, send the family a letter within seven (7) working days:

a. Requesting direction as to the choice of the family in continuation of services;

b. Stating that the service will be discontinued until a choice is made by the family by contacting the service coordinator; and

c. Stating that if no contact is made by the family, services will be terminated fifteen (15) working days from the date of the letter; and

(b) Notify the service providers whose services are changing, in writing, if services are terminated and the date of termination.

(15) The service coordinator shall be responsible for securing any release of information necessary to send or secure information, upon request from other service providers, including non First Steps providers involved in the care of the child.

(16) The service coordinator shall provide data to the cabinet upon request.

(17) The service coordinator shall limit practice in First Steps to service coordination only.

Section 2. Assistive Technology.

(1) The cost of an assistive technology device shall be reimbursed if the device is approved by the Department for Public Health.

(2) To be eligible to access assistive technology service and devices, the child shall:

(a) Be eligible for First Steps;

(b) Have need for assistive technology devices and services documented by appropriate assessment procedures; and

(c) Have need for and use of assistive technology devices and services documented in the IFSP.

(3) The First Steps assistive technology review process shall be utilized for the following:

a. All equipment requests which exceed \$100; and

b. All equipment that is questionable by the service coordinator or other POE staff, or cannot be determined by the IFSP team as appropriate.

(4) All equipment requests requiring review shall:

(a) Be sent to the monitoring coordinator with the following information:

1. A current IFSP;

2. Assessments with recommendations;

3. Justification statement of specific devices based on needs;

4. Information regarding equipment or device request; and

5. Documentation of safety and approved uses in the 0-3 age population.

(b) Be reviewed by the coordinator for completeness and forwarded to the monitoring committee; and

(c) Complete the review process within ten (10) working days of receiving all information.

(5) The decision of the monitoring committee may be appealed to the state First Steps coordinator who shall:

(a) Consult with the appeals committee; and

(b) Issue the final decision.

(6) The decision of the First Steps coordinator may be appealed pursuant to

911 KAR 2:170.

